

7 Navigating

7.1 Navigating Overview

You have to be able to move through the Metrics application on several different levels. First, you may have to access more than one function. Second, once you have opened a function, chances are pretty good that it will have more than one screen (page) to accommodate all of its associated data fields. Finally, you need to be able to move from one data field to another as you enter and edit information.

7.2 Navigating Between Functions



Main
Screen Icon

If you open one function and wish to switch to a different function, you can do so in one of two ways: click on the **Main Screen** icon in the tool bar, or select the function you want from the list of **Functions** options in the menu bar. (See Sections 5.3 and 5.4.)

The tool bar icon method displays the Metrics Main screen. From the Main screen, select the function you want as explained in Chapter 4. The menu bar **Functions** option takes you directly to the function you select.

7.3 Navigating Between Pages

Whenever you open a Metrics function, you must open an existing record or add a new one. Then you are ready to view, edit, insert or delete information. If the function you are using has more than one screen or page, you will have to advance to the next screen (page) for that function. You may even want to go back to a previous screen (page).



Next Page
Icon



Previous
Page Icon

To move from one screen to another, select **Next Page** or **Previous Page** from the drop-down list of **Edit** options, or click on the **Next Page** icon and **Previous Page** icon in the tool bar. If you are not sure what screen in the function it is on, you can move from screen to screen until you find it. Or you can use the Table of Contents or Index in this Users Guide to find which screen it is on. (This guide contains pictures of every data entry screen for each function in the Metrics application.)

7.4 Navigating Between Data Fields

If you are entering a new record, you can, and in some cases must, enter the information in a specified order. This order, called a tab order, was established when the application was developed. A tab order means that when the cursor is in one data field and you press the **Tab** key, the cursor moves to the next data field in the tab order list. (This tab order is based on a “logical” order for entering the information). One way to move from one data field to another is to keep

pressing the **Tab** key until the cursor is in the data field you want. If you need to go backwards, press the **Shift** and the **Tab** key at the same time.

Note: For text boxes (the most common information input feature in DIRAMS), the **Enter** key works the same as the **Tab** key. However, due to a software limitation, the **Enter** key may not work like the **Tab** key in other types of input features. For example, the **Enter** key will not move the cursor out of a scrolling text box. For more information about this limitation, see the Preface of this *Users Guide*.

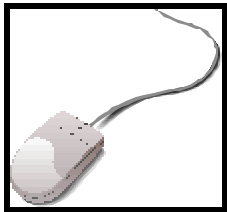
A second way of moving the cursor is to use your mouse to position the pointer in the data field you want, and then click the left mouse button. Although you may use the tabbing method most often, you will find times when it is quicker to use the mouse.

Note: Using the mouse to move from one data field to another does not “tell” your computer that you entered information (See Section 7.5.1).

7.5 Special Considerations

For various reasons including software limitations, you should note that the certain procedures such as using your **Tab** and **Enter** keys should be followed carefully. In addition, other "peculiarities" such as the use of special characters should receive special consideration.

7.5.1 Mouse Notes



You should always press **Tab** after entering information in a data box. This signals the application to check what you entered. No formatting, validating or related processing occurs until your signal is received. **Using your mouse to click in another data box does not signal the system to check your previous entry.**

7.5.2 Special Characters

Currently, you cannot enter special characters (e.g., apostrophes, commas and hyphens) into name fields such as ACO Name and Point of Contact. You must, therefore, enter such names as Smith-Jones without the hyphen; i.e., Smith Jones.

7.5.3 Hourglass

If the system is processing information, the cursor turns to an hourglass (or its equivalent to signal "system busy"). Wait until the regular cursor ("system ready") appears before you continue using the Metrics application.